



UNITED STATES DISTRICT COURT District of Minnesota

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ECF SOFTWARE UPGRADE SUMMARY OF CHANGES Effective November 1, 2004

The United States District Court for the District of Minnesota will be upgrading its current Electronic Case Filing (ECF) software on Sunday, October 31, 2004 to version 2.2. Most of the changes will only affect court employees. However, there are some significant changes for attorneys that are described below.

1) Changes to Public Access (PACER)

a) *New Link in the Utilities Menu*

A new program called “**Remove Default PACER Account**” allows attorneys to remove the default association between their current PACER login and their ECF filer login. This new feature will be helpful if an attorney or support staff clicks on the “**Make this my default PACER login**” checkbox. If this box is checked you will no longer receive a login for PACER when attempting to look at docket sheets, civil cases reports and other PACER features in ECF. In the old version of ECF, if this checkbox was selected there was never a way to “uncheck it.” That means you could not go back to enter a login and password. This is especially useful for an attorney who begins work at a new firm, and will be using a different PACER account for billing purposes.

The screenshot shows a web form titled "Authentication" on a grey background. A yellow rectangular area highlights the login fields. Inside this area, there are three labels with corresponding input boxes: "Login:" followed by a text box, "Password:" followed by a text box, and "Client code:" followed by a text box. Below the yellow area, outside the highlighted box, is a checkbox followed by the text "Make this my default PACER login".

The new “**Remove Default PACER Account**” link will allow you to begin entering your PACER login and password if you had previously chosen to have this information automatically entered upon logging into ECF.

Utilities		
Your Account Maintain Your Account View Your Transaction Log Change Client Code Change Your PACER Login	Your Account Remove Default PACER Account Review Billing History Show PACER Account	Miscellaneous Mailings...
Menus Menu Break Down		

b) New Output Option for Civil and Criminal Cases Reports

The Civil and Criminal Cases reports now provide an option to receive output in pipe-delimited format (Data Only) in addition to the HTML format (Formatted Display). The user may save this data to a file such as Microsoft Excel for future reference.

Civil Cases Report			
Office	Case type	Nature of suit	
DMN STP	Civil Miscellaneous	0 (zero) 110 (Insuren	
Filed 10/18/2004 to 10/25/2004			
Terminal digit(s)	2, 4-7	<input checked="" type="checkbox"/> Open cases	<input type="checkbox"/> Closed cases
Sort by	Case Number		
Output Format <input checked="" type="radio"/> Formatted Display <input type="radio"/> Data Only			
Run Report		Clear	

c) New Report in PACER – Docket Activity Report

Filers can obtain a list of all filings made using their login and password to ECF for a specific time period. The report can be run for all cases (a nice option for quality control) or for a specific case. The report is found in the Reports menu option.

Reports			
Docket Sheet	Civil Reports	Criminal Reports	Civil and Criminal Reports
	Civil Cases	Criminal Cases	Docket Activity
Local Reports	Judgment Index		
New Cases System			

d) PACER Receipts

Descriptions on the PACER Billing Transaction Receipts more clearly define the search that was performed. The receipts are unique for each query or report.

e) E-mail Notification Changed

The free look period for accessing documents via e-mail notification has been reduced from thirty to fifteen days. If a customer views their e-mail notification after 15 days have elapsed, they will be charged the PACER charge.

f) Changes in Billing Cap

The fee for viewing documents in PACER is currently \$.07 with a cap of \$2.10 to view an entire document or link of information. With Version 2.0 courts that post transcripts on-line will be charging the actual cost to view or download the transcript versus the \$2.10 cap on the document (e.g., if the transcript was 100 pages the cost would be \$7.00 to view or print that transcript). As a reminder, the District of Minnesota currently does not post transcripts on ECF.

2) Compatibility

Public access programs in Version 2.2 are compatible with the upgrade of Netscape and Internet Explorer. All ECF users will be able to use Netscape version 7.0 or higher and Internet Explorer version 6.0 or higher to access information. Previously, lower versions of Netscape and Internet Explorer were recommended. However, most firms were already using higher versions without difficulty.

3) Remote Access to Criminal Cases

The Judicial Conference revised the policy on remote access to criminal case documents, effective on November 1, 2004. On that date and thereafter, public users will be allowed to view all non-sealed and non-private criminal case documents in the same manner, as they have been able to view civil case documents. Filers of criminal documents will no longer be required to enter an ECF and PACER login and password when receiving e-mail notifications of case activity or to view the documents remotely in PACER.

4) Additional E-mail Addresses

In the Utilities menu choice, Maintain Your Account, users have the ability to change their e-mail notification set-up for ECF by clicking on the E-Mail Information button. In the prior version of ECF, filers were able to add two names to the "to these additional addresses" section of the window (see below). This is still possible. The difference now is that **both** back-ups will receive a free-look at the e-mail notification, not just one.

E-mail information for Elvis Presley

Primary e-mail address

Send the notices specified below

☒ to my primary e-mail address

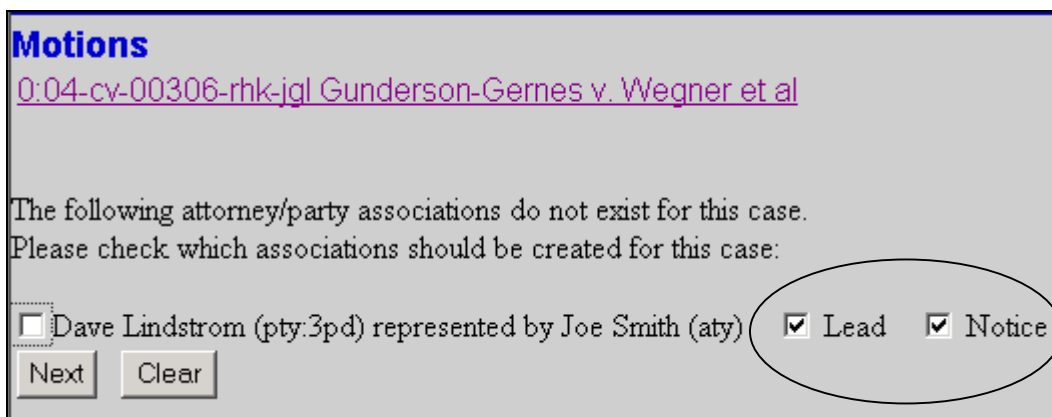
☒ to these additional addresses

5) Adding Attorneys – New Options

Both in the previous version of ECF and the newest version, when an attorney files a document for the first time on the case in ECF, you are able to add yourself to the case by filing a pleading.

After selecting the filer, the next screen asks if you wish to be associated with the case as a representative for that filer. As always this checkbox is important. If it is selected, the attorney will then be added to the case and will be noticed on all future filings. The new features of this option are the two additional checkboxes to the right. (Lead and Notice) These checkboxes allow attorneys to specify their role on the case and specify whether or not they need to be served (noticed.)

See the example below. These checkboxes are checked by default. Do **not** uncheck the notice box or you will **not** receive email notices in this case. Again, it is important to check the box first before plaintiff/defendant's (party name) to associate yourself as the attorney. If you fail to check this box, you will not be added to the case



Motions
[0:04-cv-00306-rhk-jgl Gunderson-Gernes v. Wegner et al](#)

The following attorney/party associations do not exist for this case.
Please check which associations should be created for this case:

☐ Dave Lindstrom (pty:3pd) represented by Joe Smith (aty) ☒ Lead ☒ Notice